
MEDICAL/CLINICAL EVALUATION

MEDICAL OFFICER EVALUATION BOARD

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PURPOSE This MAPP describes the policies and procedures governing the Medical Officer (MO) Evaluation Board.

BACKGROUND

The MO Evaluation Board was established to provide recommendations to CDER managers regarding the decision to extend, convert, or terminate the initial appointment of newly hired nonsupervisory MOs. Typically, MOs are hired under a two-year term appointment to provide an initial period to determine their ability to perform the duties of a medical reviewer.

REFERENCES

CDER MAPP 4655.1, *Employee Probationary Period Appraisal*, November 17, 1995.

DEFINITIONS

- **MO Evaluation Board.** The MO Evaluation Board is charged with assessing the performance of recently hired, nonsupervisory MOs in CDER and making recommendations regarding the extension or conversion of their appointments.
- **Voting Members.** Voting members of the Board make recommendations about MO appointments. The Board has seven regular voting members: the Chair (currently the Deputy Center Director for Review Management), the directors of the five Offices of Drug Evaluation, and one division director from one of the reviewing divisions in the Office of Review Management (ORM). All voting members must be MOs. Division directors will rotate through as voting members on a meeting-by-meeting basis. Only permanent division directors are eligible to serve as voting members. Acting or temporary division directors are not.

In addition, if an MO to be reviewed comes from an Office that is not represented among the regular voting members, the office director will be invited to attend and serve as a voting member of the Board for the purpose of reviewing that MO. In this case, the office director does not need to be an MO to vote.

- **Nonvoting Member.** The Executive Secretary is appointed by the Chair, and is the only nonvoting member of the Board.
- **Quorum.** Four voting members of the Board must be present to have a quorum.

POLICY

- The MO Evaluation Board assesses the performance of recently hired, nonsupervisory MOs in CDER and makes recommendations regarding the extension or conversion of their appointments. This evaluation ensures the consistent application of standards throughout the Center when deciding the conversion of MOs to career-conditional status.
- The Board may, at the request of the division director, review cases and provide advice and/or recommendations where an MO under a permanent appointment is having difficulty meeting expectations.
- The Board performs other appropriate duties as assigned by the Center Director.

- The Board's recommendations should be obtained before converting or extending an MO appointment.
 - A division director may not cast a vote that will have any bearing on an MO working in his/her division.
 - The Board provides guidance to management (first and second line supervisors) and is not intended to function as an appeal board for employees on performance evaluations or other matters. Accordingly, an MO under review does not attend meetings at which his/her evaluation package is being considered. Meetings of the Board are considered closed.
 - Exceptions to the Board's procedures must have the approval of the Chair, and will be documented in a memorandum from the Chair to the division director requesting the exception.
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RESPONSIBILITIES

- The MO's division director is responsible for initiating the evaluation process within the required time frame. When an MO is to be evaluated, the MO's division director or deputy division director must attend the Board meeting to present the MO's evaluation package and answer questions. The MO's team leader may also attend at the division director's discretion.
- The Executive Secretary is responsible for scheduling the meeting, recording the minutes of the meeting, preparing the memorandum about the Board's decision, submitting the memorandum to the Chair for signature, and transmitting the memorandum to the MO's division director.
- The Chair is responsible for ensuring that a quorum is present before beginning the meeting, leading the meeting and signing the memorandum about the Board's recommendation.

PROCEDURES

- The MO's division director forwards an evaluation package to the Executive Secretary no later than 15 months after the effective date of an MO's 2-year term appointment or no later than 9 months after the effective date of an MO's

1-year term or career-conditional appointment. The package should contain:

1. a memorandum to the Board, from the division director and through the office director, recommending a course of action with regard to the MO's appointment (convert, extend, allow to expire);
2. the MO's most recent formal rating under an established Performance Evaluation Plan;
3. the MO's curriculum vitae (CV); and
4. a representative sample of the MO's work.

Optional. If the MO's office director has no doubt that the MO should be converted, the office director should note this on the transmittal memo.

- The Executive Secretary convenes the Board and distributes a copy of the evaluation package to each member of the Board prior to the meeting. Usually, meetings to review an MO with a 1-year appointment are convened within 30 days of a written request, and meetings to review a 2-year appointment are convened within 90 days. When possible, meetings will be scheduled so that more than one MO can be reviewed at a single meeting.
- Prior to the meeting, the Board members should review the evaluation package. At the meeting, the Board should listen to the presentation about the MO's work, discuss the evaluation package, and vote about the MO's appointment.
- The Executive Secretary should write a memorandum summarizing the Board's recommendation and transmit it to the Chair for approval and signature. After signing the memorandum, the Chair should return it to the Executive Secretary for transmission to the MO's division director.
- The MO's division director should inform the employee of his/her final decision to convert, extend, or terminate the appointment and initiate a request for the appropriate personnel action through interaction with the Office management officer. The Board's memorandum should be attached to the request for personnel action.

REDELEGATION

- The Director, Center for Drug Evaluation and Research, appoints the Chair of the Board. The Chair may appoint a member of the Board as Acting Chair for a particular meeting when a scheduling conflict occurs that cannot be resolved.
 - Voting members may not delegate their responsibility to attend Board meetings. (However, as long as a quorum is present, not all members need to attend.)
 - Division directors may ask their deputies to represent them at Board meetings.
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EFFECTIVE DATE

This MAPP is effective upon date of publication.